

## JOB DESCRIPTION

### HR Advisor

#### ABOUT UNITING

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

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At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

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#### ABOUT THE ROLE

##### Role Purpose

This role is responsible for the provision of generalist HR advice to line Managers and Supervisors. This role is focused on ensuring Managers and Supervisors are provided with timely advice and coaching based on a solid legislative understanding, an appreciation for the importance of positive workplace culture, and knowledge of better practice HR approaches to day-to-day operational challenges.

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#### ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Employee Experience team in the Customer, People and Systems team through the following:

- Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
- Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
- Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
- Conducting specialised studies as required, providing insights into the operation of the team and the organisation.

- Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the HR Advisor, your role specifically will:

- Provide consistent HR advice and coaching to line managers and supervisors in line with HR better practice, legislative guidelines and Uniting Policy/process
- Review and collate material from the business (e.g. preparation and review of letters, disciplinary and performance management processes)
- Undertake case management of matters (end-to-end support)
- Support upskilling of the business through facilitated workshops
- Provide inputs to HR Centre of Excellence or Shared Services on improvement opportunities, business perspectives and/or contribution to HR projects
- Build knowledge banks and other collateral for the People Portal
- Support the implementation of strategic projects including organisational design, restructures, change management and organisational wide HR initiatives
- Facilitate the implementation of strategic and operational HR solutions in line with Uniting strategy
- Support the consistent design and adoption of new policies, practices and programs in collaboration with CP&S stakeholders

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## ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:** Customer, People and Systems  
**You'll report to:** HR Business Manager

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## YOUR KEY CAPABILITIES

### Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

### Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.

- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

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## QUALIFICATIONS & EXPERIENCE

### Qualifications:

Bachelor qualification in a relevant field or equivalent experience.

### Experience:

Typically this role will require 3 or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Demonstrated experience in provision of advice to business stakeholders and influencing the decision-making process
- Demonstrated experience in interpretation and application of relevant legislation and organisational policies/processes
- Excellent communication skills and highly service orientated.
- Strong knowledge of Generalist Human Resources better practice.

### Even better:

- Experience working with Aboriginal and Torres Strait Islander peoples
- Experience working within a Not For Profit environment.

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|----------------|--|-----------------|--|
| Employee Name: |  | Manager's Name: |  |
|                |  | Title           |  |
| Date:          |  | Date:           |  |
| Signature:     |  | Signature:      |  |